



COUNTY OF LOS ANGELES FIRE DEPARTMENT FIRE PREVENTION DIVISION

East Region Industry Office

15660 E Stafford Street, City of Industry, CA 91744

Office (626) 336-6950 Fax (626) 961-2305

Hours of Operation M-F 8am – 4pm

Closed Daily 12-1pm

Form 30 (9/14)

NOTICE TO PROSPECTIVE BUSINESSES STATEMENT OF INTENDED USE

Various processes and situations in commercial and industrial establishments can create fire and life safety hazards. In order to provide a reasonable degree of safety to life and protection of property, specific requirements have been established in the Fire, Building, and Life Safety Codes. To help us assess what particular laws apply to your business, please provide the following information:

PART I – Building Information

Business Name: _____

Business Address: _____

Number of Buildings: _____ Type of Construction: _____ Square footage: _____

PART II – Questionnaire

YES NO

1. Will you have over 500 square feet of high-piled combustible storage? (> 12' or > 6' for High Hazard Commodities) See Part V of this form for more information.
2. Will you be storing more than 2500 cubic feet of miscellaneous combustible materials?
3. Will you store, transport on site, dispense, use, or handle hazardous materials? (FC Table 105.6.20)
4. Will you store, handle, use, apply, or dispense flammable or combustible liquids or powder coating?
5. Will you store, handle, or use compressed gases including liquefied petroleum gases? (FC Table 105.6.8)
6. Will you produce, store, handle, or transport onsite cryogenic fluids? (FC Table 105.6.10)
7. Will you store, use, or handle radioactive materials more than 1 microcurie or any amount that requires a permit from The Nuclear Regulatory Commission?
8. Will you store or handle more than 25 lbs of pyroxylin plastics or use any such material in a manufacturing process?
9. Will you melt, cast, heat treat, or grind more than 10 lbs of magnesium or other combustible metals?
10. Will your store or handle an aggregate quantity aerosol products in excess of 500 lbs. net weight?
11. Will you manufacture more than one gallon of organic coating per day?
12. Will you store, handle, sell, or use any model rocket engines, pyrotechnic materials, or fireworks?

13. Will you have a refrigeration system with >220 lbs Group A1 or 30 lbs of any other refrigerant?
14. Will you store or handle loose combustible fibers in excess of 100 cubic feet?
15. Will you install or operate a stationary lead-acid battery system with more than 100 gallons of liquid capacity?
16. Will you conduct fruit or crop ripening operations using ethylene gas?
17. Will you produce combustible dust?
18. Will you operate a place of assembly (drinking, dining, or gathering) with a single room occupant capacity of 50 or more people?
19. If YES to #18, Will you have liquid or gas fueled vehicles or equipment; use open flames or candles; or store, use, or handle cellulose nitrate film in assembly occupancy?
20. Will you operate a carnival or a fair, or an amusement, covered mall, exhibit or trade show building?
21. Will you use dry cleaning equipment?
22. Will you operate an industrial baking oven or a power coating or spray finish booth or room?
23. Will you be conducting welding, cutting, or other hot work operations?
24. Will you be using open-flame devices including torches, candles, lanterns, or portable cooking appliances?
25. Will you conduct any form of open burning, or create a bonfire, rubbish, or recreational fire?
26. Will you be conducting activities or create a condition near a hazardous fire area (wildfire area) that could accidentally ignite a wildfire?
27. Will you have a lumberyard or wood working plant, which stores or processes 100,000 board feet of lumber?
28. Will you store wood chips, hogged material, lumber, or plywood in excess of 200 cubic feet?
29. Will you conduct any fumigation or thermal insecticidal fogging operations?
30. Will you operate an auto wrecking, waste handling, or commercial rubbish handling facility?
31. Will you remanufacture tires or store over 2,500 cubic feet of tires or tire byproduct?
32. Will you operate a repair garage or fuel dispensing facility for automotive, marine, or fleet equipment?
33. Will you perform floor finishing over 350 sq ft using Class I or II liquids?
34. Will you operate a temporary sales lot for the sale of Christmas trees or pumpkins?
35. Will you install or use any type of temporary membrane structure, tent, or canopy?
36. Will you conduct any motion picture, television, commercial or related film production?
37. Will you be removing or using a privately owned fire hydrant?

38. Is your building equipped with automatic fire sprinklers?

If YES, provide the following information: *(The following information can usually be found on the main sprinkler system riser for each system or the Fire Department Connection (FDC) or can sometimes be obtained from the property owner.)*

- a) Date of last fire sprinkler system testing or maintenance as per CCR Title 19 (recorded on State Fire Marshal Forms AES 1-9): _____
- b) Below is a list of common types of sprinkler systems. Complete the information for the type of system installed in your building:
- ♦ **CALCULATED:** _____ GPM/SqFt _____ Design Area (i.e. .3/3000)
 - ♦ **PIPE SCHEDULE (non-calculated):** Light Hazard Ordinary Hazard Extra Hazard
 - ♦ **EARLY SUPPRESSION FAST-RESPONSE (ESFR):** _____ PSI ESFR K Factor _____
- c) Is the sprinkler system electronically supervised? If YES then:
Fire sprinkler alarm monitoring company: _____

39. Is your building equipped with a standpipe system (fire hose or fire hose connections)? If YES:

- a) Type and location: _____
(Certification information can usually be found on labels on the main standpipe system riser for each system)
- b) Date of last standpipe system testing or maintenance as per CCR Title 19 (recorded on State Fire Marshal Forms AES 1-9): _____

40. Is your building equipped with any other type of manual or automatic fire extinguishing system? *(Halon, Clean Agent, FM-200, Kitchen Hood System, Spray Booth)* If YES then:

- a) Type and location: _____
- b) Date of last automatic extinguishing system testing or maintenance as per CCR Title 19 (recorded on State Fire Marshal Forms AES 1-9): _____

41. Is your building equipped with a manual or automatic fire alarm system? If YES then: *(smoke detector, heat detector, or manual pull)*

- a) Date of last alarm system test: _____
- b) Is the fire alarm system electronically supervised? If YES:
Fire alarm monitoring company: _____

42. Maximum number of employees working at one time: _____

43. Hours of operation: _____ To _____

44. Describe the method of disposing of combustible or hazardous waste materials:

PART III – Intended Use Statement

1. **SUBMIT A LETTER:** Submit a signed, legible letter (**Must be typewritten and on your company's letterhead**) stating your intended use for the property. In the letter, describe materials you will be storing and using on the property. Explain the method of storage (e.g., racks, pallets), storage dimensions, and where the materials will be located on the property. Describe how you will be using the materials. Provide details to any item(s) marked “yes” in Part II and explain any planned alterations to the building. (**See attached example**).
2. **SUBMIT SITE PLAN / FLOOR PLAN:** Submit site plan drawn to rough scale showing the property size and location, building size and location on property, both in square feet. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems, and any item(s) marked “yes” in Part II. (**See attached example**). **MUST BE IN 8 ½” X 11”**

PART IV – Hazardous Materials Non-Handler Declaration:

HAZARDOUS MATERIALS NON-HANDLER DECLARATION (FORM 585)

{ } THIS BUILDING WILL USE HAZARDOUS MATERIALS IN EXCESS OF NON-REPORTABLE AMOUNTS.

{ } THIS BUILDING WILL NOT USE HAZARDOUS MATERIALS OR USES NON-REPORTABLE AMOUNTS.

A hazardous material may be broadly defined as any material that because of its quantity, concentration, or physical or chemical characteristics, poses a significant, present, or potential hazard to human health and safety, property, or to the environment. A hazardous material includes, but is not limited to, any substance or material which the handler or the administering agency has a reasonable basis for believing would be injurious to a person's health and safety or harmful to the environment if released into the work place or surrounding areas.

By signing below, I declare that the above named business, organization, or occupant will or will not handle a hazardous material or mixture containing hazardous material which has a quantity at any one time during the reporting year equal to, or greater than, a total weight of 500 pounds, or a total of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas.

Print Name and Title of Declarer: _____ Date: _____

Declarer Signature: _____ Fire Department Representative: _____

PART V – High-Piled Combustible Storage:

In Chapter 23 of the County of Los Angeles Fire Code, high-piled combustible storage is defined as: Storage of combustible materials [product and/or packaging] in closely packed piles (floor storage) or combustible materials on pallets, in racks, or on shelves where the top of storage is **greater than 12 feet in height**. High-piled combustible storage also includes certain high hazard commodities, such as rubber tires, ‘Group A’ plastics, flammable liquids, idle pallets, and similar commodities, where the top of the storage is greater than six feet in height.

It is very important to contact a fire inspector prior to consideration of storing high-piled combustible storage. Many of the permit requirements must be built into your building. If your building is not approved for high-piled combustible storage, it may be cost prohibitive. For example, if you have a pipe schedule sprinkler system no high-piled storage is permitted until the system is calculated. A fire inspector can assist you with fire department requirements.

THIS BUILDING WILL NOT BE USED FOR HIGH-PILED COMBUSTIBLE STORAGE.

THIS BUILDING WILL BE USED FOR HIGH-PILED COMBUSTIBLE STORAGE. “Permit Required.” Contact a Fire Inspector for permit requirements.

THIS BUILDING IS A SPECULATION BUILDING WITHOUT A TENANT AT THIS TIME. The tenant will be notified to contact the Fire Department prior to use of the building.

FIRE DEPARTMENT STAMP

TO GET A STAMP FROM THE FIRE DEPARTMENT YOU MUST BRING THE FOLLOWING ITEMS TO THE JURISDICTIONAL FIRE PREVENTION OFFICE:

- THE STATEMENT OF INTENDED USE FORM 30
PAGES 1-7 MUST BE COMPLETELY FILLED OUT/EVERY BOX MUST BE MUST BE CHECKED EITHER YES OR NO
 - A SIGNED LETTER FROM THE BUSINESS OWNER, OR AUTHORIZED AGENT **(SEE PAGE 4 - PART III - #1)**
A SAMPLE HAS BEEN PROVIDED FOR YOU ON PAGE 8
 - SUBMIT (1) 8 1/2 X 11 FLOOR PLAN **AND** (1) 8 1/2 X 11 SITE PLAN OF THE BUILDING **(SEE PAGE 4 - PART III - #2)**
 - THE OCCUPANT EMERGENCY INFORMATION, COMPLETELY FILLED OUT **(PAGE 7)**
- SUBMIT THE COMPLETED APPLICATION TO THE FIRE DEPARTMENT FOR APPROVAL. THE NORMAL PROCESSING TIME IS TWO BUSINESS DAYS. YOU WILL BE CONTACTED IF ANY ADDITIONAL INFORMATION IS NEEDED. AFTER THE 2ND DAY, YOU MAY CALL OUR OFFICE TO CONFIRM THE APPLICATION IS STAMPED WITH APPROVAL AND READY TO BE PICKED UP.

FIRE DEPARTMENT STAMP:

THE FOLLOWING PERMITS ARE REQUIRED:

PERMIT INFORMATION SHEETS WILL BE PROVIDED FOR REQUIRED PERMITS. (Permit Information Sheets are also available for viewing on our website. Go to www.fire.lacounty.gov, under Fire Prevention Division look for "Permit Requirements.")

PERMITS WILL ONLY BE ISSUED BY A FIRE INSPECTOR. PLEASE CONTACT YOUR FIRE INSPECTOR TO SCHEDULE AN INSPECTION.

FIRE EXTINGUISHER REQUIREMENTS

(This section to be completed by Fire Department personnel.)

Primarily Class A Fire Hazards (Ordinary Combustibles):

Light Fire Hazard: Provide a minimum of (1) 2A10BC rated fire extinguisher mounted in an accessible, conspicuous area. One extinguisher is required for every 6,000 square feet and the travel distance to a fire extinguisher shall not exceed 75 feet from any point hazard involved. Mount in an accessible and conspicuous location.

Ordinary Fire Hazard: Provide a minimum of (1) 2A10BC rated fire extinguisher mounted in an accessible, conspicuous area. One extinguisher is required for every 3,000 square feet and the travel distance to a fire extinguisher shall not exceed 75 feet from any point of the hazard involved. Mount in an accessible and conspicuous location.

Extra Fire Hazard: Provide a fire extinguisher with a minimum Class A rating of 4. One extinguisher is required for every 4,000 square feet. Travel distance to a fire extinguisher shall not exceed 75 feet from any point from the hazard involved. Mount in an accessible and conspicuous location.

Class B Fire Hazards Present (Flammable/Combustible Liquids with depths .25" or less):

Light Fire Hazard: Provide a fire extinguisher with a minimum Class B rating of 10 mounted in an accessible, conspicuous area. The travel distance to a fire extinguisher shall not exceed 50 feet from any point from the hazard involved. Mount in an accessible and conspicuous location.

Ordinary Fire Hazard: Provide a fire extinguisher with a minimum Class B rating of 10 with an allowable a maximum or 30 feet travel distance or a fire extinguisher with a minimum Class B rating of 20 with a maximum allowable travel distance of 50 feet from the hazard involved. Mount in an accessible and conspicuous location.

Extra Fire Hazard: Provide a fire extinguisher with a minimum Class B rating of 40 with a maximum feet travel distance of 30 feet or a fire extinguisher with a Class B rating of 80 with allowable maximum travel distance of 50 feet from the hazard involved. Mount in an accessible and conspicuous location.

Special Hazard Protection (Grease and Combustible Metal):

Commercial Kitchen Hood System – One Class K fire extinguisher shall be placed within 30 feet of all grease cooking operations in a commercial kitchen. Protection of a multiple deep fat fryer appliance installation shall be as per Fire Code 904.11.5.2. Mount in an accessible and conspicuous location. Care shall be used to insure that the K Class extinguisher and not the other type of extinguishers will be used in the event of a grease fire involving cooking equipment. Multi-purpose fire extinguishers may compromise the effectiveness in wet chemical kitchen hood extinguishing systems.

Hazards involving the ignition of Class D combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium shall be protected as per NFPA 10 standard for areas where combustible metal powders, flakes, shavings, chips, or similarly sized products are generated. Travel distance to a fire extinguisher/fire extinguishing agent shall not exceed 75 feet from any point from the hazard involved. Mount in an accessible and conspicuous location.

See Fire Code Table 906.1 for additional specified areas for required fire extinguisher placement.

Occupant Emergency Information

GENERAL INFORMATION:

Business Name: _____

DBA/AFA/FKA: _____ Effective Date: _____

Street Address: _____ Suite/Apt _____

City: _____ State: _____ ZIP+4: _____

____ new construction, name change, or ownership change: _____

____ a new occupant moving in and the previous occupant/business has moved out _____

____ sharing the above address with another occupant/business by the name of: _____

Mailing Address (only if different than above): _____

Phone: (____) _____ Ext _____ Fax: (____) _____

Generic E-mail: _____ Number of employees: _____

Senior Person: _____ Title: _____

Describe Property Use: _____

Hazardous Material: _____

Notes/Special Concerns: _____

Thomas Guide: _____ Cross Street: _____

City License/Permit #: _____ Zone _____ Fire Station #: _____

Water Company: _____ Phone (____) _____

PROPERTY INFORMATION:

Landlord/Property Owner Name: _____ Phone: (____) _____

Address: _____

Contact Person Name: _____ Title: _____

Occupancy Code: _____ Roof Type: _____ SQFT: _____ Stories: _____ High Piled _____ Fire Sprinklers _____

Basement: _____ Target Hazard _____ HM Handler _____ Fire Permit _____

EMERGENCY CONTACT INFORMATION: (24 Hour number – usually home phone)

1st Person to contact: _____ Title: _____ Phone: (____) _____

2nd Person to contact: _____ Title: _____ Phone: (____) _____

3rd Person to contact: _____ Title: _____ Phone: (____) _____

Alarm Company: _____ Phone: (____) _____

YOU MUST HAVE LISTED

(Sample Statement of Intended Use Letter)

1-What type of business are you doing

2-See attached plot plan.

3-List what types of materials you are storing in the building

4-List where the materials are being stored (racks, shelves, floor, pallets, etc)

a. how high is the item that you are storing the merchandise on?

5-If you have no alterations at this time, that type NO alterations at this time

a. If you do have alterations at this time, type YES alterations and list the alterations.....

MUST BE TYPEWRITTEN

Big Ben Furniture Company
1000 South Anyplace
Your City, CA 00000

April 26, 2002

To Whom It May Concern:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

1. Operations conducted in the building are as follows:
 - a) Upholstery – manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
 - b) Plastic furniture – manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming and assembly.
 - c) Spray painting – painting of all necessary items. All spray painting to take place in spray booth.
 - d) Warehousing of wood and metal furniture components.
 - e) General office activities.
2. See attached plot plan.
3. Materials to be stored include the following.
 - a) Metal and wood furniture frames stacked upon themselves
 - b) Wood furniture parts palletized.
 - c) Upholstery materials in racks 6 feet high.
 - d) Plastic tubing and furniture parts in racks 6 feet high.
4. Materials are stored both in racks, on pallets, and free standing. Maximum height of storage is 10 feet.
5. No alterations are planned at this time.

Sincerely,

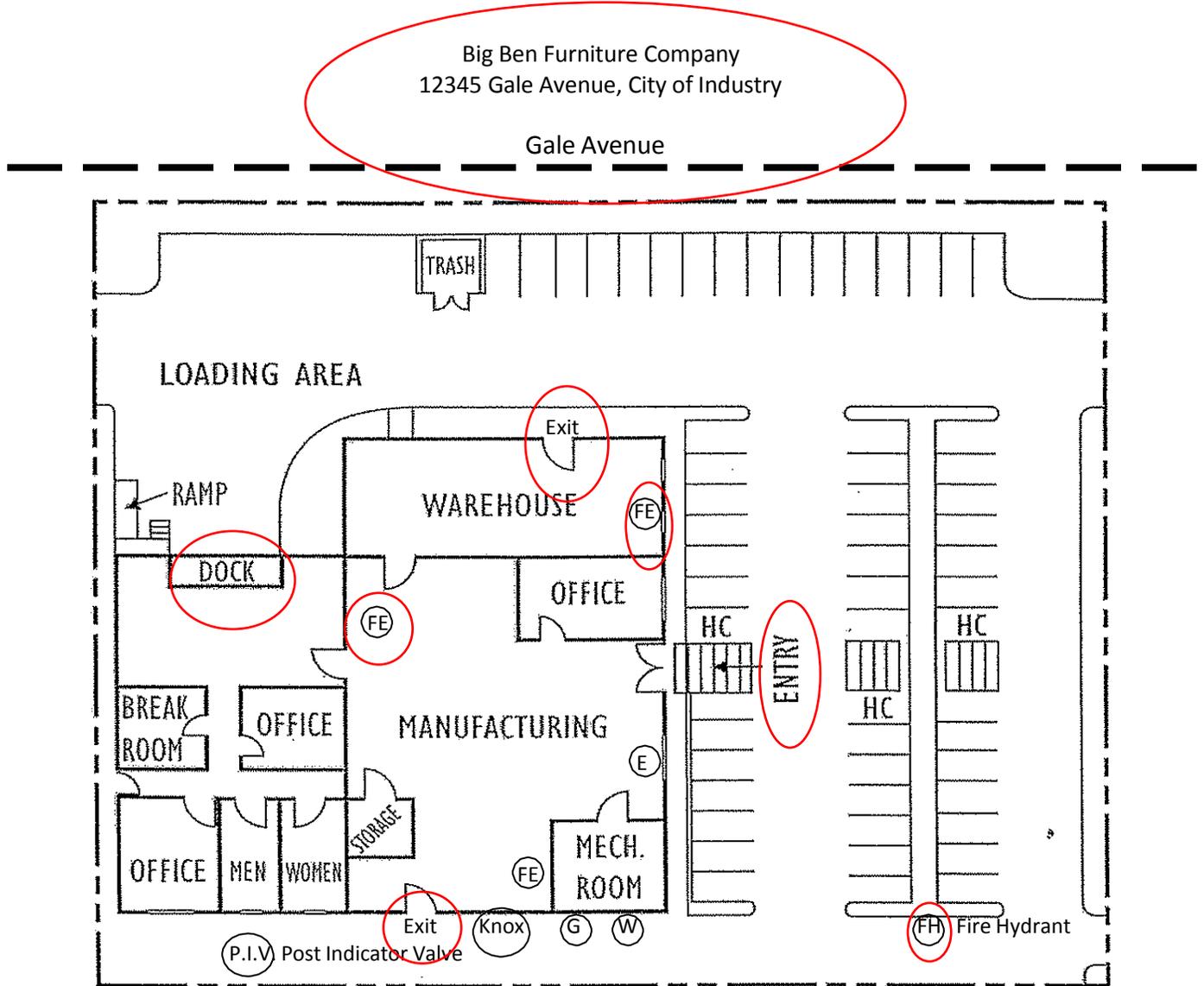
John J. Jones
President

JJJ:ab

County of Los Angeles Fire Prevention Division

Floor Plan Example

Please submit an 8 1/2" x 11" site plan and floor plan for your site. The plan needs to show site layout, size, and location on property: both in square feet, cross streets, parking and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, please indicate how the space will be divided. Show all exit doors, fire extinguishers, fire hose cabinets, special fire, or life safety systems. This will be used for both the Use Permit requirement and Los Angeles County Fire Department requirement. Please see example below:



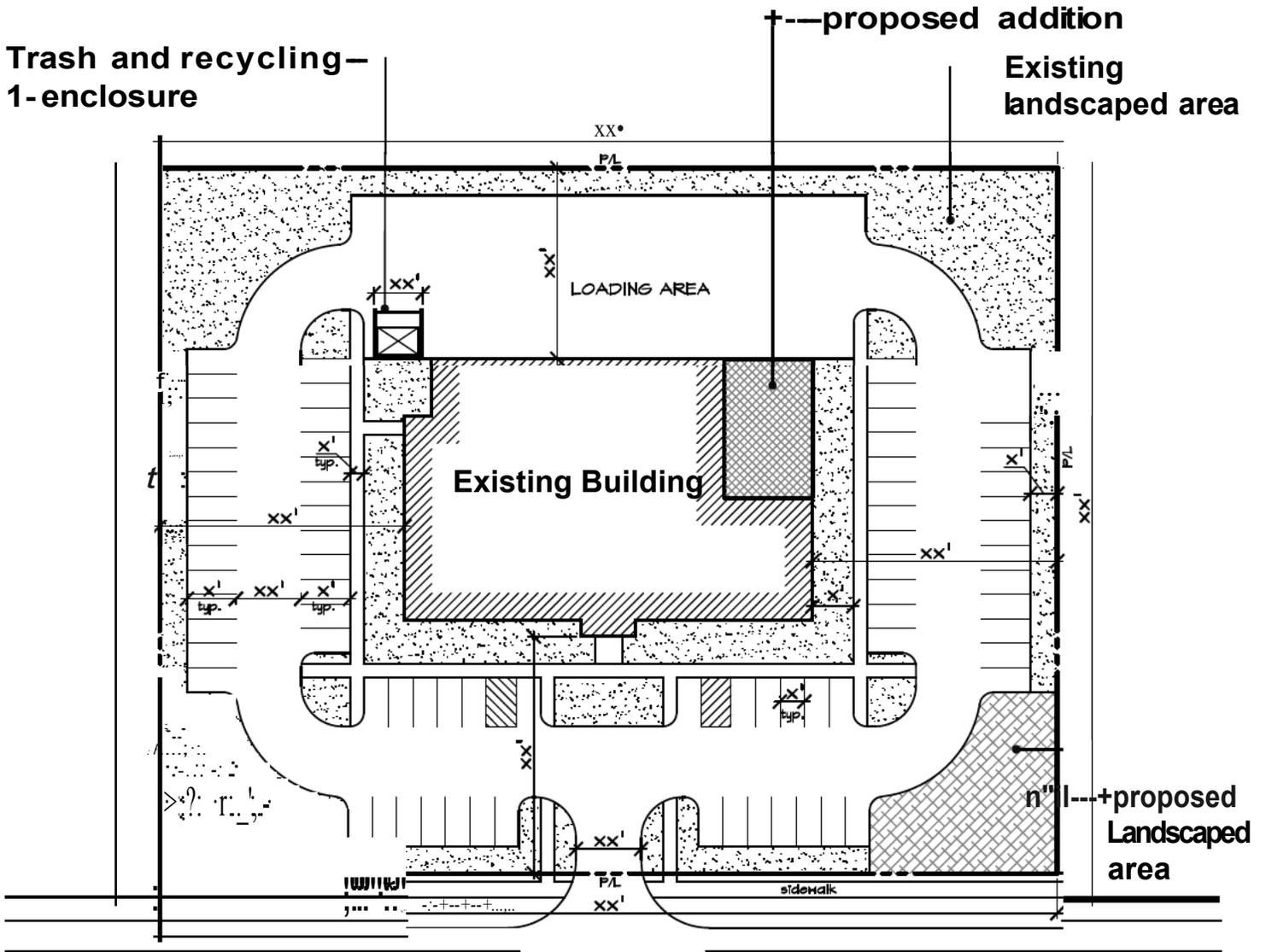
- (G) Gas Shut-Off
- (W) Water Shut-Off
- (FE) Fire Extinguisher
- (E) Electrical Panel
- (Knox) Access Keys
- (FH) Fire Hydrant

Gross Building Area:

Office	12,600 SF
Manufacturing Area:	12,600 SF
Warehousing Area:	6,825 SF
Total Area:	32,025 SF

Fire Prevention Division - Industry

Example Site Plan



LEGEND

SITE PLAN DATA

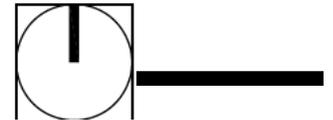
TOTAL SITE AREA:	XX AC
Existing BUILDING AREA:	XX AC
PROPOSED BUILDING AREA:	XX AC
TOTAL Building AREA:	XX%
REGIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

LANDSCAPE DATA

TOTAL LANDSCAPED AREA:	XX AC.
REGIRED LANDSCAPE RATIO:	XX%
PROPOSED LANDSCAPE RATIO:	XX%

PARKING DATA

TOTAL PARKING REQUIRED:	XX SPACES
TOTAL PARKING PROVIDED	XX SPACES



NOTE:

This is an example of the minimum information required on site plans submitted in conjunction with applications for development. Failure to provide the necessary information may result in the rejection of applications and time delays. In some instances such as minor interior modifications, staff may waive the requirements to provide some information that is not relevant to the proposal however this may only be determined by planning staff prior to application submittal. It is strongly advised that all applicants meet with planning staff prior to submittal to review the proposed project and submittal requirement. Ten minutes can save a lot of time and expense.